

University of Idaho

Employee EXIT Checklist

Employees leaving employment with the University of Idaho should make contact with the following areas to ensure that all University property is returned, accounts cleared, and necessary information is provided. Employees are personally responsible to ensure all items are returned and all obligations paid.

Additional helpful information is provided for easy reference. Exiting employees are encouraged to complete the online employee [exit survey](#) or ask for an exit interview with Human Resources by contacting Human Resources at 885-3031 if desired.

Employee Checklist		
<i>Employee's Department</i>	<i>N/A</i>	<i>Completed</i>
Keys/Card Readers (Vandal Card) Returned		
Credit Cards Returned		
University Assets Returned:		
Books		
Computer(s)		
Computer Software		
Laboratory Equipment/Animals/Etc.		
Personal Protective Equipment		
Vehicles/Motorized Equipment		
Other: _____		
Other: _____		
All Time and Leave Reported Before 5 p.m. on Last Day		
You May Be Required to Use All Annual Leave/Compensatory Time Before Last Day		
As Per Policy, You Must Work Your Last Day		
<i>Business and Accounting Services</i>	<i>N/A</i>	<i>Completed</i>
Accounts Receivable Obligation(s) Paid		
Computer Store/Vandal Store Balance Paid and/or Notified		
Parking Permit – Depending on Permit May Need to Return and/or Reconcile Payment Due/Refund Available		

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<i>Faculty Specific</i>	<i>N/A</i>	<i>Completed</i>
Final Grades Submitted		
Major Professor/Advisee Duties Handed Over		
Contact Information For Students Who May be Seeking Letters of Recommendation In Near Future		
OSP/Research – Close Grants & Contracts Change PI Status		
Transition Graduate Students to Another Major Professor		
<i>Human Resources</i>	<i>N/A</i>	<i>Completed</i>
Contact Benefit Services Regarding Benefit and Retirement Questions		
View the separation page on the Benefits website: www.uidaho.edu/human-resources/benefits/core-benefits/separation-benefits		
Contact Payroll with Final Pay and Leave Payout Questions at payroll@uidaho.edu		
Update Address for Benefits Information and Payroll Information That Will Be Sent After Your Last Day of Work at hr@uidaho.edu or payroll@uidaho.edu or benefits@uidaho.edu		
Complete The Exit Questionnaire or Request Exit Interview at http://www.uidaho.edu/human-resources/employees/separation/exit-questionnaire		
<i>Other – Additional Notes</i>	<i>N/A</i>	<i>Completed</i>